

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, March 21, 2011
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Michael Welch-Chair, Tom Diedrick, Rich Aicher, Darlene Hallet, Ann Hartman

OTHERS PRESENT: Nikki Aderholdt, Robyn Hallet, Rob Strong, DonElla Payne, Matt Roberts

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 21, 2011 meeting of the Brown County Housing Authority.

A motion was made by D. Hallet, seconded by T. Diedrick, to approve the minutes of the Brown County Housing Authority February 21, 2011, meeting. Motion carried.

COMMUNICATIONS:

None.

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program

- A. Preliminary Applications

- D. Payne stated that ICS received 282 preliminary applications in the month of February.

- B. Housing Assistance Payments

- D. Payne stated that the HAP expenses for February amounted to \$1,087,585.00.

- C. Housing Assistance Unit Count

- D. Payne indicated that the unit count for February was 2,866.

- D. Housing Quality Standard Inspection Compliance

- M. Roberts indicated that the inspection numbers for February are consistent with the numbers from January. The pass rating for first inspections was at 51.22 percent; re-inspections were at a pass rate of 22.65 percent; and the fail rate was at 26.13 percent, which is down slightly from January.

- E. Housing Choice Voucher Administrative Costs and HUD 52681B

- D. Payne stated that voucher utilization is at 88 percent for the year. ICS received HAP in the amount of \$1,102,529. HAP utilization funding is at 98 percent, which is really good for the SEMAP score.

F. Portability Activity

D. Payne indicated that there were 55 port-outs in the month of February and 13 port-ins. D. Payne stated that ICS is still waiting on direction from HUD on how to handle the excessive amounts of port-outs. Brown County is not the only Housing Authority being affected by this issue.

G. SEMAP Monitoring Report

D. Payne stated that HAP utilization is at 98 percent, which is very good.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program

D. Payne indicated that for February, there were 125 clients on FSS, which is the most participation ICS has had since the program started. Thirty-six clients have an escrow account. There were no graduates for the month of February, and 12 new contracts began in February.

I. Report on the Housing Choice Voucher Home Ownership Option

D. Payne stated that there were 91 homeownership clients for the month of February.

J. VASH Reports

D. Payne indicated that there are still 11 participants in the VASH program. For the sake of clarification, R. Strong explained that the VASH program is a program exclusively for veterans and stands for Veterans Administration Supportive Housing.

K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne indicated that for February, there were 9 new investigations initiated; 2 investigations closed; and 10 remaining active. There were 109 new application processed and 36 records checks.

OLD BUSINESS:

3. Discussion and possible action regarding usage of BCHA's vehicle

R. Strong distributed a breakdown of City benefits to the BCHA. This breakdown illustrated several City services that the BCHA is benefiting from, the assessed cost of those services, and how those costs compare to the annual cost of the BCHA's Impala. Such services include parking, office space, front office clerical services, and executive director services.

R. Strong stated that the point is that both the BCHA and the City, primarily the Planning Department, benefit from each other, and that there is a great value to the BCHA retaining ownership of the Impala. Currently, priority is given to BCHA staff if there is a need for the vehicle. R. Strong indicated that while the vehicle is used, it isn't used similarly to when Keith Pamperin was employed. Keith Pamperin used to take the vehicle home after work and use it as his primary vehicle. While that option is available to the current housing administrator, Robyn Hallet, has chosen to use her own vehicle. R. Strong stated that if she should change her mind at any time, the option will still be available to her.

R. Aicher stated that he did not realize that the BCHA and its employees had all of these other benefits.

The report submitted by R. Strong was received and placed on file.

NEW BUSINESS:

4. Review and approval of revisions to Chapter 7 (Verification) of the Housing Choice Voucher Administrative Plan.

D. Payne indicated that EIV is the Enterprise Income Verification program that is implemented by HUD. With this program, there are many requirements and often many changes. ICS knew changes were coming. D. Payne stated that there are about two pages that need to be entirely removed from the administrative policy, which are in blue, and replaced with four new pages of language, which are in red; HUD has added a lot to EIV.

D. Payne specified that the added information includes Debts Owed to Public Housing Agencies and Terminations, Income Information, and Verification Reports. The Debts Owed section primarily allows Housing Authorities to view any debts owed by any applicant to another Housing Authority. Per regulations, an applicant is not eligible if he or she owes another Housing Authority money. Under Income Information, ICS has always utilized the Tenant Income Data report, but the new report is the New Hire. This report will display any new hires within the last three months and allow ICS to verify any unreported income. D. Payne stated that under Verification Reports, ICS now has access to Multiple Subsidy Reports, which indicates if tenants are receiving a subsidy in more than one household. This problem comes up most often with shared custody of children.

A motion was made by T. Diedrick, seconded by A. Hartman, to approve the proposed revisions to Chapter 7 (Verification) of the Housing Choice Voucher Administrative Plan. Motion carried.

INFORMATIONAL:

R. Strong stated that the former director of WHEDA, Antonio Riley, has become the regional director of HUD. R. Strong indicated that he had been talking to A. Riley about the BCHA's new project-based apartment complexes, and he is very interested in personally coming up to Brown County and talking to us about the program. R. Strong stated that the BCHA has submitted suggestions to HUD in the past and due to lack of response, assumed they have been denied. With an opportunity to sit down with A. Riley, the BCHA may be able to express these ideas with a better response.

R. Hallet stated that another informational piece involving Cardinal Capital is that they have invited the BCHA to have a tour of the new project-based buildings. The tour of the Trail Creek Apartments is scheduled to take place Thursday, March 24, at 4:00 pm. If any Commissioners are interested, they are welcome to join the tour.

BILLS:

R. Hallet indicated that while the Authority has a list of all of the bills, the accountant that prepares the checks was not in the office today so the checks are not available for signature. When they are prepared, the appropriate individuals will be contacted to sign them.

A motion was made by D. Hallet, seconded by R. Aicher, to approve the bills as presented. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

5. Investments update

R. Hallet stated that at the last meeting, M. Schampers gave an update on what he found out in regards to investments and it was agreed he would come back to discuss investments further. However, M. Schampers is currently on paternity leave and will not be available to give further information at this time. This item has been postponed until M. Schampers is back in the office.

6. Update on Federal funding

R. Hallet indicated that staff wanted to fill the Authority in on budgetary items from the federal level. As can be imagined, every program is being scrutinized, and that does include the HCV program. R. Strong stated that staff is leaving this item on the agenda for a little while in case there are items that need to be brought up during the monthly meetings. There was a continued resolution that was issued that keeps the government running for an additional three weeks. R. Strong stated that thus far, the Housing Choice Voucher Program has been holding pretty well—not as bad as other programs, such as the CDBG and HOME programs. D. Payne stated that she has spent time talking to Caleb at the HUD Milwaukee Field Office, and the funding situation looks bleak. She passed out a handout demonstrating how the cuts could affect the HCV Program. D. Payne stated they are looking at a cut of between 42 and 90 percent to administrative fees and next year they will be looking at cutting the HAP funding. D. Payne said they are estimating that there will ultimately be at least a 10 to 15 percent cut. One of the major concerns is that whatever is cut will be retroactively prorated back to January of 2011. There is a good possibility that staff at the Field Offices will be laid off or forced to take furlough days. We also will not know about the FSS funding until they decide what to do about this budget. If the cuts are as big as anticipated, this will be a huge impact on BCHA and we will have to determine how to address it.

Staff will keep the Authority posted when more information is available.

7. Recognition of Paul Kendle's contributions to the BCHA

Paul Kendle joined the meeting. R. Hallet and the BCHA Commissioners presented P. Kendle with a plaque of recognition and thanks for his many years of dedication and contribution to the Brown County Housing Authority. P. Kendle was also presented with a plaque of recognition and a letter of thanks from the Brown County Executive, Tom Hinz.

P. Kendle thanked everyone, indicating he greatly enjoyed being a part of the Authority the last several years.

The meeting was adjourned at 3:50 pm.

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